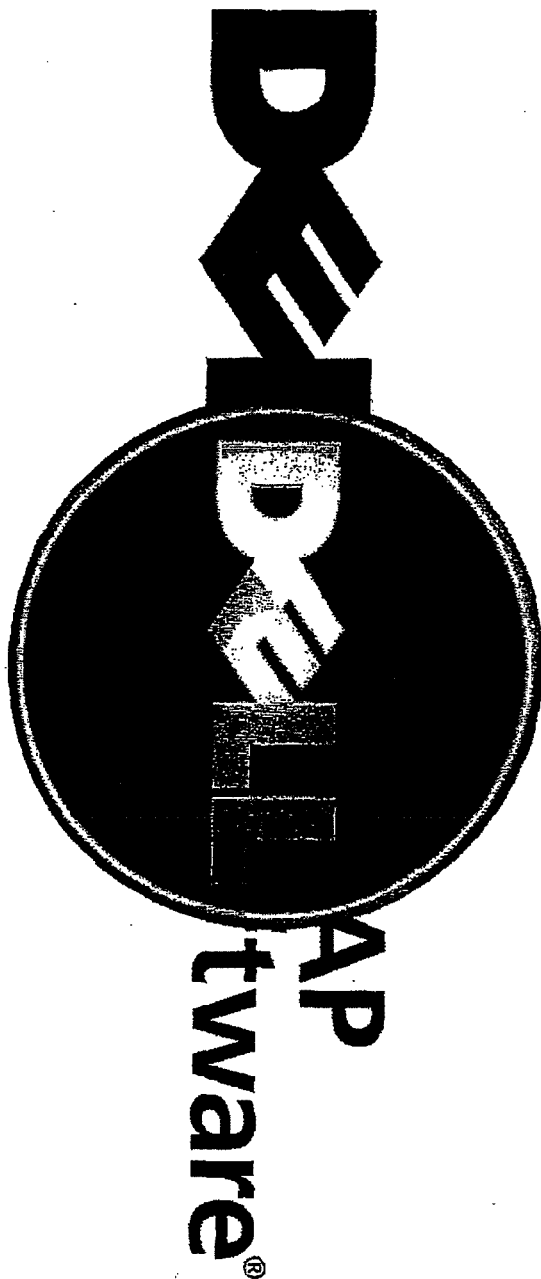


# EXHIBIT D

# WELCOME

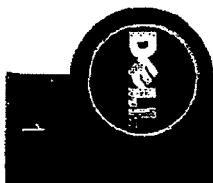


Things You Should Know

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# Your Pay - Classification

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- At Dell we have several different types of payroll (FLSA) classifications.
  - Hourly, Non-Exempt employees are employees who are paid based on the hours they work in a standard work week. Dell's standard pay week is Monday to Sunday.
  - Salaried, Non-Exempt employees are employees who are paid a base salary and are also overtime eligible. In order to receive the base salary payment, employees must record their worked hours, holiday pay, bereavement and FTO hours in Kronos
  - Salaried, Exempt employees are employees who are paid a salary. Salaried employees are not required to record the number of hours worked, but are required to record their holiday pay, bereavement and FTO hours in Kronos.
  - Our Time & Attendance tool of record is Kronos <http://kronos.us.dell.com/wfc/login>

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# **Your Pay – Salaried, non-exempt employees**

- First pay date - Monday, December 3<sup>rd</sup>
- Are paid 1 week in arrears.
- Pay Week is defined as Monday to Sunday
- Bi-weekly rate - divide your annual rate of pay by 26 pay periods, this will be your bi-weekly salary amount.
- Overtime Eligible – Salaried Non-Exempt employees are paid overtime for all hours worked over 40 in a week, unless state regulations are more favorable for the employee.

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